

Agricultural Marketing Service  
Office of the Deputy Administrator  
Cotton Division  
Grading Branch  
Classing Office  
Supervisory Agricultural Commodity Aid (Cotton)  
GS-1981-04

SJ CN22

## I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent serves as an Instrument Line Shift Supervisor.

## II. DUTIES AND RESPONSIBILITIES

### A. Non-Supervisory

Insures that calibration, maintenance, and check-testing is performed and properly recorded on all instrument lines. Coordinates the instrument line levels to read the same. Assists in making adjustments to the instruments based on the calibration results. Takes down equipment to change disks and reassembles.

Establishes the work methods to be followed by the Instrument line teams.

Insures classing stations are kept as clean and lint-free as possible.

### B. Supervisory

Is responsible for providing technical supervision over the Agricultural Commodity Aids assigned to the instrument lines during the shift.

Assigns and reviews the work of individual crews. Estimates the production capability of the teams. Recommends adjustments in workload between the Instrument line teams. Helps evaluate the performance of aids.

Collaborates with the Area Director, Shift Supervisor, and Office Assistant in recruiting and selecting Agricultural Commodity Aids.

Recommends promotions, reassignments, and other administrative needs.

Trains new employees on the job in accordance with Standard Operating Procedures. Provides remedial training when necessary.

Works with individual instrument teams to establish training programs for new employees and refresher training for employees who have worked in previous years.

Hears and resolves complaints of employees. Coordinates work of the GS-3 instrument line work leaders.

### III. SUPERVISION AND GUIDANCE RECEIVED

The employee works under the general technical and administrative supervision of the Shift Supervisor, who is an Agricultural Commodity Grader. He/she is provided guidance on new procedures; however, routine work is carried out on own initiative. Written guidelines include Cotton Division and AMS instructions, rules and regulations. Work is reviewed for compliance with established procedures.

### IV. SPECIAL ADDITIONAL RESPONSIBILITIES

The employee must be alert to employee needs for relief due to fatigue and irritability because of lint and dust, repetitive nature of the work, and crowded conditions. Must also be alert to recommend shifts of employees between units since production of the team is only as good as its slowest member.